



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

www.canyonlakeca.gov

Chair Kasey Castillo
Member Jennifer Dain

AGENDA

Regular Meeting of the Finance & Planning Committee
Wednesday, July 12, 2023

3:30 P.M. – City Hall Administration Office – 31526 Railroad Canyon Road, Suite 5

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

LIMIT 3 MINUTES

BUSINESS ITEMS

- (1) Presentation of Building Department Statistics
- (2) Approval of Finance & Planning Committee Minutes of June 14, 2023
- (3) Receive and File City Council Resolution No. 2023-29 Approving Claims and Demands of the City
- (4) Presentation of Financial Statements

STAFF COMMENTS

COMMITTEE MEMBER COMMENTS

ADJOURNMENT

Next Meeting Date: September 13, 2023



ITEM NO. 1

STAFF REPORT

TO: Finance and Planning Committee

FROM: Nicole Dailey, City Manager

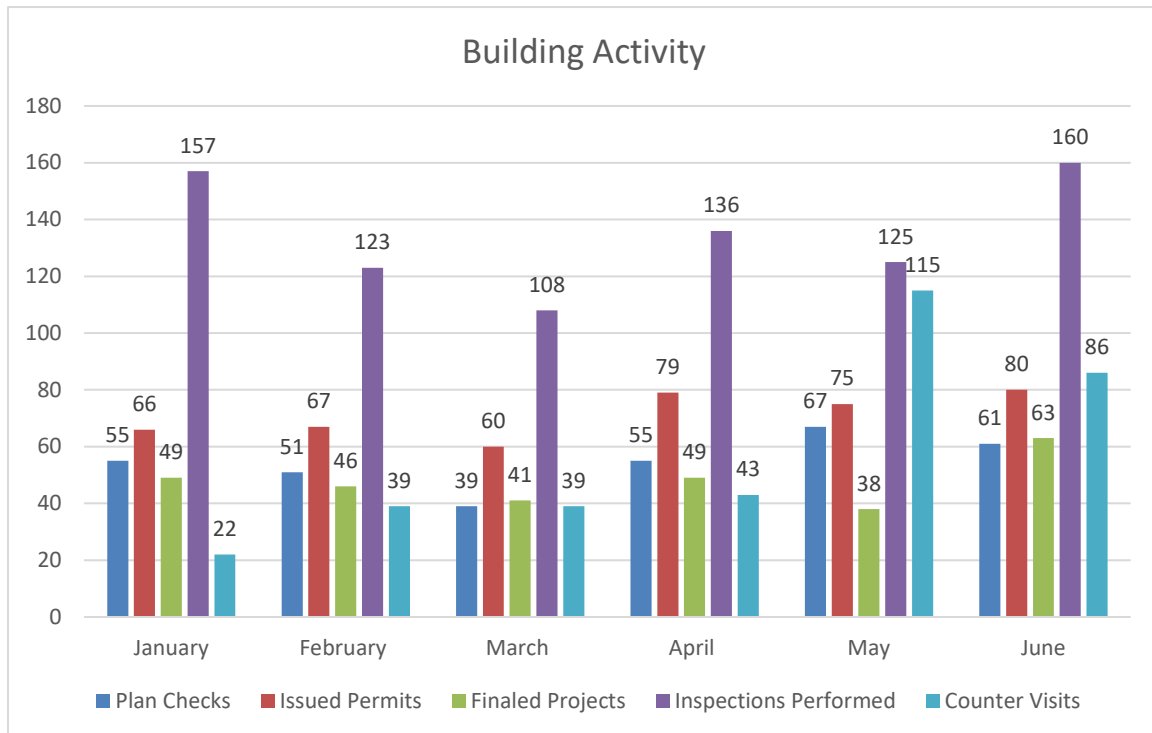
BY: David Harnden, Building Official

DATE: July 12, 2023

SUBJECT: Building Department Activity, June 2023

Activity status within the City of Canyon Lake Building Department for the month of **May** 2023. Regular monthly reports will be submitted for your review.

Building & Safety has performed **61** Plan checks; Issued **80** permits; Finaled **63** projects and performed **160** Inspections. There were **86** counter visits to the Building Department.



Revenue

Building & Safety has processed **\$62,408.38** in construction permit fees. (Fire Department Fees not included in this report).

Updates on POA Projects

- **Permit # 20210191 – Lodge Restaurant Renovation**
Location: 22200 Canyon Club Dr
Activity: Last inspection on 06/12/23 for Insulation.

- **Permit # 20210558 – New Event Center with Patio Cover and Retaining Walls**
Location: 22200 Canyon Club Dr
Activity: The last inspection was performed on 06/28/23 for Electrical Underground.

- **Permit # 20220478 – Solar Car Port**
Location: 32001 Railroad Canyon Rd
Activity: Finaled 06/22/23

- **Permit # 20220493 – Pickleball Courts**
Location: 24331 Canyon Lake Dr N.
Activity: Revision received on 7/3/2023, pending review as of 7/5/2023

- **Permit # 20220548 – Patio Shade Structure**
Location: 32001 Railroad Canyon Rd.
Activity: Permit finaled in May 2023

- **Permit # 20230351 – Electrical Upgrades**
Location: 23307 S Canyon Lake Dr.
Activity: Permit finaled 06/26/23

- **Permit # 20230425 – Double Gate**
Location: 22200 Canyon Club
Activity: Permit issued 06/22/2023

- **Permit # 20230398 – Air Conditioner Replacement**
Location: 31512 Railroad Canyon Rd.
Activity: Permit issued 6/15/23. Last inspection on 6/29/23 failed.

ITEM NO. 2

**MINUTES
REGULAR MEETING OF THE CANYON LAKE
FINANCE & PLANNING COMMITTEE
Wednesday, June 14, 2023
4:00 p.m.**

**City Hall Administration
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

Committee Chair Castillo called the meeting to order at 4:00 p.m.

ROLL CALL

Committee Members Present: Committee Chair Kasey Castillo, Committee Member Jennifer Dain

Staff Present: City Manager Nicole Dailey, Administrative Services Director Mike Borja, Fire Chief Jeff LaTendresse, Finance Director Terry Shea, Deputy Building Official David Harnden

PUBLIC COMMENTS

There were no public comments.

ROUTINE ITEMS

(1) Presentation of Building Department Statistics

Deputy Building Official Harnden presented the statistics from the Building Department and answered questions from the Committee.

(2) Approval of Finance & Planning Committee Minutes of May 10, 2023

The minutes were approved as is.

(3) Resolution No. 2023-17 Approving Claims and Demands of the City

Staff presented the claims and demands and answered questions from the Committee.

(4) Presentation of Financial Statements

Finance Director Shea provided an update on the City's financial statements and answered questions from the Committee.

(5) Update Regarding City Council Item: Revised Fund Balance Policy

Finance Director Shea provided an update and answered questions from the Committee.

(6) Update Regarding City Council Item: Agreement with Public Agency Retirement Services (PARS) for a Section 115 Trust – OPEB Prefunding Program

Finance Director Shea provided an update and answered questions from the Committee.

STAFF COMMENTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

Respectfully Submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



ITEM NO. 3

STAFF REPORT

TO: Finance and Planning Committee

FROM: Nicole Dailey, City Manager

BY: Elizabeth Pereda, Executive Assistant and Accounting Technician 1

DATE: July 12, 2023

SUBJECT: Receive and File Claims and Demands of the City

Recommendation

Receive and file.

Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of June 14, 2023.

Fiscal Impact

All claims and demands are paid from appropriated funds or authorized resources of the City and have been recorded in accordance with the City's policies.

Attachments

1. City Council Resolution No. 2023-29

ATTACHMENT 1

RESOLUTION NO. 2023-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A

WHEREAS, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on July 12, 2023; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on July 12, 2023, at which all present, were given an opportunity to comment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Demands are approved as shown on the Demand\Warrant Register of July 12th, in the amount of \$1,668,756.81 as follows:

Payroll Earnings (Gross)	\$ 131,687.38	(For Month of June)
Payroll Processing Fees	\$ 234.15	(For Month of June)
Payroll Taxes - Employer	2,702.01	(For Month of June)
On-line Retirement	14,539.60	(For Month of June)
PARS	9,847.08	(2nd Half of May & 1st Half of June)
On-line Health	20,608.33	(For Month of June)
Principal	390.76	(For Month of July)
Aflac	682.18	(For Month of June)
Nationwide Deferred Comp.	5,387.40	(For Month of June)
Citizens Business Bank Interest	1,949.05	(For the Month of May)
General	\$ 1,480,728.87	
TOTAL	<u>\$ 1,668,756.81</u>	

PASSED, APPROVED AND ADOPTED this 12th day of July, 2023.

Jeremy Smith, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
ABI	Reserve Background Check-Longobardo	92.50
ABILA	Accounting Software 7/1/2023 - 7/31/23	205.70
Allstar Fire	Fire Helmet	375.63
Amazon	Fire Station Supplies	62.48
	Fire Station Equipment	14.00
	Fire Station Office & Bathroom Supplies	471.79
	Fire Station Office & Bathroom Supplies	19.49
AMERICAN FORENSIC	Sheriff's Blood Draw-4/14/2023	66.85
Bankcard	See Credit Card Review 0041	2,176.87
	See Credit Card Review 7227	455.51
	See Credit Card Review 0776	1,874.93
	See Credit Card Review 7235	758.78
	See Credit Card Review 0066	103.96
	See Credit Card Review 0058	2,165.05
Bill Blankenship	Economic Development Consulting May 2023	3,330.00
BIO-TOX	Blood Anaysis - 4/17/2023	51.55
	Blood Analysis - 4/17/2023	249.65
Bratt	Water/Gatorade for P-1 on Assignment	40.69
Brown, J	Reserve Stipend for May 2023	250.00
California State Fire Protection	Annual Extinguisher Service for Rental	301.87
Control Pump	Landscape Booster For May 2023	375.00
Cory Willis	Reimbursement for Educational Training	235.00
	Educational Reimb-Regional Instructor Orientation Class	300.00
CPS	HR Consulting Services 4/2/23 to 4/29/23	260.00
CR&R	Refuse Collections FY 22-23 SS2	797,818.92
CTAI	Landscape for Fire Station February 2023	250.00
	Remove 22 Existing Trees & Replace with Crepe Myrtle	7,040.00
	Remove 22 Existing Trees & Replace with Crepe Myrtle	7,040.00
Curtis	Chain Saw & Chains for Fire Station	2,537.93
	Wildland Fire Hose For Fire Station	2,406.06
	Fire Station Equipment	601.97
Dain	Auto Allowance June 2023-Dain	100.00
DOJ	Blood Analysis March 2023	35.00
Donuhue	Reserve Sitpend for May 2023	50.00
ECS	Laserfiche PF Cloud Weblink Public Portal	600.00
FRIDAY FLYER	1/8 Page Advertisement for Fire Station Open House	75.00
	Legal Notice For Ord Introduction 235	30.45
Hemsley	Fire Station E-201 Tools	1,358.85
IGM	Final Payment for Gravity Base Platform 5/10/23-5/9/24	21,500.00

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
iWorQ	iWorQ Systems Internet Software Support 7/23-6/24	1,500.00
Jake Stouffer	Reserve Stipend for May 2023	100.00
Jeremy Smith	Auto Allowance June 2023-Smith	100.00
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 5/26/23	3,638.66
	EE & ER Contributions for Semi-Monthly Check Date 5/31/2023	1,284.88
Johnson Equipment	Radio and MDC Installation for Patrol 1	6,624.53
Kasey Castillo	Auto Allowance June 2023-Castillo	100.00
Koopman	Reserve Stipend for May 2023	50.00
Luksch	Reserve Stipend May 2023	150.00
Mark Terry	Auto Allowance June 2023-Terry	100.00
PZL, Inc.	Planning Services for May 2023	4,560.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 1/12/23 - 2/8/23	136,547.88
	Sheriff's Contract Law 2/9/23 - 3/8/23	142,091.48
	Sheriff's Contract Law 3/9/23 - 4/5/23	139,640.08
	Sheriff's Contract Law Rate Adjustment 7/1/22-4/5/23	28,711.92
SanchezJ	Reserve Stipend for May 2023	150.00
Sco	2022 Offset Program-6 Names Submitted	13.47
SDRMA	Dental & Vision Insurance July 2023	1,641.22
Sean Rivello	Reserve Stipend for May 2023	100.00
South Coast Emergency	Fire Station E-201 Repairs	14,453.85
T-Mobile	GPS Locate 3/29/23 - 4/6/23	100.00
The Gas Co	Gas Charges for City Hall 4/28/23-5/30/23	3.31
	Gas Charges for 31520 Railroad Cyn Rd 4/28/23-5/30/23	19.71
Time Warner	Digital Converter for City Hall 5/22/23 - 6/21/23	5.54
Toshiba Business Solutions, USA	Toshiba EcoSmart Recycle Program Kit	134.63
TRI LAKE	CL-001 General Engineering Services 11/1/23 - 11/30/23	4,287.50
	CL-001 General Engineering Services 1/1/23 - 1/31/23	1,753.75
VectorSolutions	Telestaff Training Software	2,816.29
Welty	Auto Allowance June 2023-Welty	100.00
Zach Michel	Reserve Stipend for May 2023	150.00
Zachary Hill	Reserve Stipend for May 2023	100.00
Report Total		1,346,710.18

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Sheriff's Special Events	Registration Fee for Sheriff's Annual Award Ceremony	100.00
Summer Nee	2023 Essay Scholarship Winner	1,500.00
Report Total		1,600.00

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform Updates	5,217.93
Allstar Fire	Fire Station Wildland Hose Repair	128.63
Amazon	Office Supplies for Fire Station	143.05
	Office Supplies for Fire Station	12.38
	Office Supplies for Fire Station	73.49
AMP	Utils, HOA Fees, Ins. & Maint Admin Ste. 4 12/25/21-12/31/22	446.04
	Utils, HOA Fees, Ins. & Maint Admin Ste. 5 12/25/21-12/31/22	3,441.12
	Utils, HOA Fees, Ins. & Maint. Admin Ste. 4 1/1/23-3/31/23	121.46
	Utils, HOA Fees, Ins. & Maint. Admin Ste. 5 1/1/23-3/31/23	936.96
	Rent for July 2023-31526 Railroad Canyon Rd. Ste 5	2,834.00
	Rent for July 2023-31526 Railroad Canyon Rd. Ste. 4	430.00
ANIMAL FRIENDS	Animal Control Services Month of May 2023	3,500.00
Bound Tree	Medical Supplies for Fire Station	520.34
Cole Huber	Attorney Services/General January 2023	8,495.00
	Attorney Services/Code Enforcement January 2023	1,260.00
	Attorney Services/Eminent Domain January 2023	480.00
	Attorney Services/Nuisance Abatement January 2023	229.18
	Attorney Services/Beck v. City (UUT) January 2023	880.00
	Attorney Services/General March 2023	8,510.00
	Attorney Services/Code Enforcement March 2023	1,100.00
	Attorney Services/Beck v. City (UUT) March 2023	7,480.00
	Attorney Services/Nuisance Abatement February 2023	100.00
	Attorney Services/Beck v. City (UUT) February 2023	500.00
	Attorney Services/Eminent Domain February 2023	80.00
	Attorney Services/General February 2023	7,095.00
	Attorney Services/Code Enforcement February 2023	1,480.00
	Attorney Services/Beck v. City (UUT) August 2022	3,821.14
Corelogic	Database for Code Enforcement May 2023	156.48
CR&R	Trash Service for Rental Bldg. June 2023	185.33
Curtis	Fire Station Ground Monitor for E-201	2,012.51
	Fire Station Thermal Imaging Camera E-201	8,116.25
	Fire Station Monitor Package for E-201	2,693.75
	Wildland Fire Hoses for Fire Station	2,814.02
	Fire Station Nozzle for E-201	1,540.48
	Fire Station Gloves for Structural Gear	671.50
DATA TICKET	Monthly Parking Fee May 2023	100.00
	Code Enforcement Citation Processing May 2023	100.00
	Monthly EMS Response Fee May 2023	100.00
Delgado	Janitorial Services for June 2023	1,180.50

Date: 6/21/23
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
	Janitorial Services for June 2023	59.00
DOJ	Fingerprints for May 2023	32.00
Embroidery	City Logo Shirts & Jackets for Staff	441.53
FRIDAY FLYER	1/4 Page Vert. Ad for Clean Up Day 6/3/2023	150.00
	1/4 Page Vert. Ad for Clean Up Day 6/3/2023	150.00
	1/4 Page Vert. Ad for Clean Up Day 6/3/2023	150.00
	1/8 Page for Public Hearing -Environmental Determination	145.00
Good Time	2023 National Night Out Event Sound	400.00
Gorter	Reimbursement for Red Helmet Training	400.00
GREENHALGH	Retiree Health Insurance July 2023	148.68
HINDERLITER	May 2023 Services for Cannabis Management Program	125.00
HR Green	City Hall Renovations/Upgrades Assessment	9,687.50
John Hancock	EE & ER Contributions for Semi-Monthly Check Date 6/15/23	1,284.88
	EE & ER Contributions for Bi-Weekly Check Date 6/9/23	3,638.66
Johnson Controls	Quarterly Services for Admin 7/1/23 - 9/30/23	515.42
	Quarterly Services for City Hall 7/1/23-9/30/23	154.53
Knox	Knox Locks for EVMWD Property	336.18
Life-Assist	Medical Supplies for Fire Station	477.73
	Medical Supplies for Fire Station	35.65
Nate Garcia	Reimbursement for CA Parademic License	250.00
Nate Volk	Video Broadcast Meeting June 14, 2023	425.00
PARS	Monthly Administrative Fee Ending April 2023	400.00
PLAT	Repairs to Women's Bathroom in Council Chamber	486.67
PVM	Street & Facility Maintenance Services 5/1/23-5/31/23	995.99
	Street & Facility Maintenance Services 5/1/23-5/31/23	70.18
RAMS	Accounting Services for May 2023	6,784.00
RCA	MSHCP Fees Collected for May 2023	3,947.00
Riv Co Registrar of Voters	Election Services Rendered for the November 2022 Election	2,047.25
STAPLES	Office Supplies for City Hall & Admin	303.39
Syntech	Monthly IT Support 6/1/2023 - 6/30/2023	2,625.00
	Microsoft Subscriptions & Programs 6/1/23-6/30/23	1,448.00
The Code	Plan Check Services April 30, 2023 through May 27, 2023	4,526.31
	Staffing Services for April 30, 2023 through May 27, 2023	1,155.00
Toshiba	Fire Station Monthly Copier Lease July 2023	120.83
	Monthly Copier Lease for Admin & City Hall July 2023	799.32

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
US Bank	See Credit Card Review	1,776.11
Zoll	Plan for Paramedic Monitors for Fire Station	2,047.00
Report Total		<u>127,525.35</u>

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 6/1/2023 Through 6/30/2023

Check Number	Vendor Name	Effective Date	Check Amount
EFT 746	SOUTHERN CALIFORNIA EDISON	6/1/2023	784.48
EFT 747	SOUTHERN CALIFORNIA EDISON	6/1/2023	488.69
EFT 748	SOUTHERN CALIFORNIA EDISON	6/1/2023	261.36
EFT 749	SOUTHERN CALIFORNIA EDISON	6/7/2023	10.82
EFT 750	SOUTHERN CALIFORNIA EDISON	6/7/2023	589.00
EFT 751	SOUTHERN CALIFORNIA EDISON	6/7/2023	102.38
EFT 752	SOUTHERN CALIFORNIA EDISON	6/7/2023	180.45
EFT 753	SOUTHERN CALIFORNIA EDISON	6/7/2023	38.72
EFT 754	SOUTHERN CALIFORNIA EDISON	6/7/2023	391.53
EFT 755	Sparkletts	6/7/2023	183.86
EFT 756	SOUTHERN CALIFORNIA EDISON	6/21/2023	277.44
EFT 757	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	139.00
EFT 758	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	1,046.39
EFT 759	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	66.91
EFT 760	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	139.53
EFT 761	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	192.78
Report Total			<u>4,893.34</u>

Credit Card Review

US BANK Statement dated 6/6/2023

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Zoom US	Zoom Subscription for Meetings	\$ 33.24	10-310-6310
2	Downs Energy	Fuel for Fire 2	\$ 49.87	10-421-6425
3	Adobe	Photography Plan (20GB)	\$ 9.99	10-310-6220
4	Adobe	Acrobat Subscription	\$ 12.38	10-310-6220
5	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
6	Downs Energy	Fuel for Fire 1 & 2	\$ 175.00	10-421-6425
7	Chevron/Sun City Fuel	Fuel for P-1 while on assignment	\$ 16.62	10-310-6310
8	Zoom US	Zoom Subscription for Meetings	\$ 17.99	10-550-6610
9	Arlo Technologies	Admin Office Security Cameras	\$ 55.09	10-421-6425
10	Downs Energy	Fuel for Fire 2	\$ 215.91	10-360-6210
11	Adobe	Acrobat Subscriptions	\$ 269.30	10-550-6370
12	Graphics and Printing	Business Cards for Norma Haro	\$ 200.63	
13	Frontier Comm	Internet for City Hall & Admin Office	\$ 1,776.11	
			\$ 47.98	10-320-6220
			\$ 23.99	10-330-6210
			\$ 47.98	10-360-6220
			\$ 71.97	10-421-6220
			\$ 23.99	10-550-6370
			\$ 23.99	10-310-6220
			\$ 23.99	10-421-6220
			\$ 23.99	10-310-6220

Account Breakdown

City Manager Communication	\$ 49.86
City Manager Dept. Expense	\$ 46.36
City Clerk Departmental Expense	\$ 47.98
Building Dept Expense	\$ 269.30
Building Dept Office Expense and Supplies	\$ 23.99
Finance Office Expense and Supplies	\$ 988.06
Fire Department Fuel & Lubricants	\$ 71.97
Fire Department Expense	\$ 200.63
Building & Facilities Utilities	\$ 30.98
Building & Facilities Professional/Specialized Services	\$ 1,776.11

Check figure \$

Copies for City Council
as directed by
the Finance Committee

California Bank & Trust Statement dated 5/28/23

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Canyon Lake Auto Repair	Vehicle Maintenance for Code Enforcement	\$ 163.86	10-520-6415
2	Amazon	Sandbags	\$ 13.22	10-310-6210
3	Ultra	Bike Rack	\$ 653.44	10-550-8007
4	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
5	Verizon Wireless	Fire Dept. M@M Device	\$ 28.04	10-421-6310
6	Staples	Clean up Event Banners	\$ 137.89	10-310-6210
7	Locksmith Services	Repair Electrical Knob Set	\$ 225.00	10-310-6210
8	Verizon Wireless	Cell Phones - City Hall & Fire	\$ 365.43	A
9	Verizon Wireless	Ipads & Sim Card Device	\$ 160.24	A
10	Safelite Autoglass	Replace Front Window on Jeep Wrangler	\$ 188.60	10-520-6415
11	So Cal Auto Detailing	Boat Wash & Wax	\$ 225.00	10-520-6415
			\$ 2,176.87	

AMOUNT	ACCOUNT
\$51.36	10-360-6310
\$159.99	10-421-6310
\$23.92	10-360-6310
\$54.90	10-421-6310
\$154.08	10-520-6310
\$47.80	10-520-6310
\$33.62	10-550-6320

AMOUNT	ACCOUNT
\$392.26	
\$75.28	
\$242.93	
\$201.88	
\$577.46	
\$533.62	
\$653.44	
\$2,176.87	

DESCRIPTION	AMOUNT	ACCOUNT
City Manager Office Expense	\$392.26	10-310-6210
Building Dept Communications	\$75.28	10-360-6310
Fire Department Communications	\$242.93	10-421-6310
Code Enforcement Communications	\$201.88	10-520-6310
Code Enforcement Vehicle Maintenance	\$577.46	10-520-6415
Building & Facilities Utilities	\$533.62	10-550-6320
Building & Facilities Maint. Furniture & Equip.	\$653.44	10-550-8007

Account Breakdown

Check Figure \$



California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Multi Appliance Repair	Washing Machine Repairs	\$ 506.41	10-550-8018
2	Apple.com	Monthly iCloud Storage	\$ 2.99	10-421-6310
3	In Hit Print Inc	Materials for Fire Station Open House	\$ 148.70	10-100-6830
4	Round Up Jr Mart	Propane for Fire Station	\$ 15.80	10-421-6425
5	Costco	Open House -Supplies (candy, soda)	\$ 386.63	10-100-6830
6	Costco	Fiesta Day Candy for City Council & City Hall Office Supplies	\$ 599.97	10-310-6210
7	Stater Bros	Cupcakes for Fire Station Open House	\$ 359.70	10-100-6830
8	Dunkin Donuts	Fire Station Open House Donuts	\$ 17.87	10-100-6830
9	Canyon Lake Mobile	Repair Boat Dolly	\$ 95.00	10-520-6415
10	Dunkin Donuts	2 Dozen Donuts for Memorial Day Staff	\$ 31.98	10-421-6220
			\$ 2,165.05	

Account Breakdown

Promotion and Advertising	10-100-6830	\$ 912.90
City Manager Office Expense	10-310-6210	\$ 599.97
Fire Department Departmental Expense	10-421-6220	\$ 31.98
Fire Department Communications	10-421-6310	\$ 2.99
Fire Department Fuel & Lubricants	10-421-6425	\$ 15.80
Code Enforcement Fleet Maintenance	10-520-6415	\$ 95.00
Building & Facilities Maint. Fire Station Upgrades	10-550-8018	\$ 506.41
		\$ 2,165.05

Check Figure \$

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommy's Express	Car wash May 2023	\$ 8.00	10-310-6415
2	Tommy's Express	Car wash May 2023	\$ 8.00	10-310-6415
3	Tommy's Express	Monthly car wash subscription May 2023	\$ 43.98	10-520-6415
4	Tommy's Express	Monthly car wash subscription May 2023	\$ 21.99	10-360-6415
5	Tommy's Express	Monthly car wash subscription May 2023	\$ 21.99	10-310-6415
			\$ 103.96	

Account Breakdown

City Manager Vehicle Maintenance	10-310-6415	\$ 37.99
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Vehicle Maintenance	10-520-6415	\$ 43.98
		\$ 103.96

Check Figure \$ -

Copies for City Council
as directed by
the Finance Committee

California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Marriott Desert Springs	SCAG Conference	\$ 266.89	10-310-6510
2	The Flame Broiler	Closed Session Meal	\$ 111.04	10-100-6225
3	Stater Brothers	Office Supplies	\$ 21.59	10-310-6210
4	Canyon Lake Market	Working Lunch Ride along w/Fire Dept	\$ 55.99	10-310-6510
			<u>\$ 455.51</u>	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 111.04
City Manager Office Expense	10-310-6210	\$ 21.59
Conference/Meeting/Travel Expense	10-310-6510	\$ 322.88
		<u>\$ 455.51</u>

Check Figure \$ -

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Canva	Online Design for Social Media Posts	\$ 119.40	10-310-6310
2	PZA	Gift Cards for Student of the Month	\$ 50.00	10-100-6225
3	PZA	Gift Cards for Student of the Month	\$ 50.00	10-100-6225
4	PZA	Gift Cards for Student of the Month	\$ 50.00	10-100-6225
5	The Creative Corner	Wreath for Memorial Day	\$ 489.38	10-100-6830
			\$ 758.78	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 150.00
Promotion and Advertising	10-100-6830	\$ 489.38
City Manager Communication	10-310-6310	\$ 119.40
		\$ 758.78

Check Figure \$ -

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California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	CFEDWEST	Conference Registration-Chief Samuels	\$ 405.00	10-421-6710
2	CFEDWEST	Conference Registration-Captain Gorter	\$ 405.00	10-421-6710
3	Ralphs	Fuel For Battalion 1	\$ 74.15	10-421-6425
4	Clarion Books and Video	Searching Smarter Books	\$ 44.72	10-421-6710
5	American Musical Supplies	Adj VF 1600 Fog Machine & Fog Juice	\$ 355.51	10-421-6220
6	Renaissance Hotels	Hotel Room for Chief Samuels plus Dinner	\$ 282.34	10-421-6710
7	Renaissance Hotels	Hotel Room for Captain Gorter plus Dinner	\$ 288.21	10-421-6710
8	Renaissance Hotels	Parking for Gorter	\$ 20.00	10-421-6710
			\$ 1,874.93	

Account Breakdown

Fire Department Departmental Expense	10-421-6220	\$ 355.51
Fire Department Fuels and Lubricants	10-421-6425	\$ 74.15
Fire Department Training & Education	10-421-6710	\$ 1,445.27
		\$ 1,874.93

Check Figure \$

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ITEM NO. 4

**CITY OF CANYON LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND
FOR THE ONE MONTH AND ELEVEN MONTHS ENDING MAY 31, 2023**

	Current Period Actual	Year-to-Date Actual	Total Budget	% Total of Budget Used
REVENUES				
Taxes	\$ 896,021.91	\$ 4,374,760.21	\$ 5,061,000	86.44
Licenses and Permits	90,934.25	777,660.57	630,800	123.28
Fines	1,156.77	17,283.39	21,300	81.14
Franchise Fees	114,342.17	511,445.37	604,100	84.66
Fees and Subscriptions	555,110.61	1,018,770.30	864,000	117.91
Investment earnings	40,937.51	52,507.30	25,000	210.03
Intergovernmental	-	2,697	58,800	4.59
Other Income	6,415.12	45,987.17	26,000	176.87
Total Revenues	<u>1,704,918.34</u>	<u>6,801,110.87</u>	<u>7,291,000</u>	<u>93.28</u>

EXPENDITURES

DEPARTMENTS

City Council	7,089.31	129,732.76	201,147	64.50
City Attorney	912.50	62,216.10	112,200	55.45
City Manager	62,012.80	704,331.90	886,105	79.49
City Clerk	18,858.25	248,117.02	278,090	89.22
Finance	30,791.28	338,960.25	386,569	87.68
Planning	25,560.88	88,837.99	211,200	42.06
Building & Safety	17,462.73	227,129.89	291,738	77.85
Law Enforcement	177,602.01	981,712.94	1,881,500	52.18
City Fire	151,625.81	1,437,897.22	1,780,173	80.77
Emergency Preparedness	6,250.00	27,546.60	42,900	64.21
Animal Control	23,901.93	169,657.93	151,290	112.14
Public Works Administration	-	4,285.00	15,000	28.57
NPDES	3,363.75	108,541.00	131,300	82.67
Special Enforcement	27,824.90	309,531.40	358,970	86.23
Building & Facility	22,407.78	326,974.83	355,690	91.93
Total Expenditures	<u>575,663.93</u>	<u>5,165,472.83</u>	<u>7,083,872</u>	<u>72.92</u>

Excess (Deficit) **\$ 1,129,254.41** **\$ 1,635,638.04** **\$ 207,128**

Fund Balance - Beginning of Year 5,043,895.00

Fund Balance - May 31, 2023 (before closing) **\$ 6,679,533.04** *

* Fund Balance is based on modified accrual basis as no closing procedures are performed until year end.